



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

6/27/14

Michelle Ripperton
4619 Western Ave
Davenport IA 52806

Dear Michelle,

This letter is in regards to the 6/26/14 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Michelle needs to unplug her curling iron in her upstairs bedroom.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Michelle needs to add back-up contact and physician information for each daycare child on her sheet that is posted.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Michelle needs to place items in basement bathroom labeled "Keep Out Of Reach of Children" in higher inaccessible area/child locked area for children.

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

Michelle needs to have first aid kit for transport vehicle to include these minimum items: bandages, tweezers, gloves, wound cleaning supplies.

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

Michelle needs to have gloves, tweezers placed in her first aid kit.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Michelle needs to cover her propane grill that is in the outdoor play area.

☐ 110.5(1)h Is fenced off when located on a busy thoroughfare or near a hazard.

Please see 110.5(1) r

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

Michelle needs to store extra propane tank that is in outdoor play area.

- ☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Michelle needs to post emergency plan near emergency egress window and move plan in basement next to the front door.

- ☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Michelle needs to have floor plan with escape routes on it for fire and a specific address listed for fire meeting place and flood/evacuation area. Please see example.

- ☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Michelle needs to practice monthly and document.

- ☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Michelle needs to place sign on door denoting location of fire extinguisher behind it in the basement.

- ☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Michelle needs to check monthly and document.

- ☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Michelle needs to place compliance signs on her front door, rear patio door and transport vehicle.

- ☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Michelle needs to show proof of annual exam for Rascal and Bailey and proof of immunizations for Rascal. New pet health form was given to provider.

- ☐ 110.5(1)r If not fenced, both in and aboveground pools must have a cover that meets or exceeds ASTM standards when not in use.

Michelle needs to provide documentation that the current pool cover she has in place for her above ground pool meets ASTM standards F1346-91.

- ☐ 110.5(1)s If children use above ground or in-ground swimming pools:

- ☐ 110.5(1)s Written permission from the parents is on file.

Michelle will place date field on swimming permission form and have all parents complete.

- ☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Michelle will have written procedures in place to show how she would care for a daycare child that becomes sick in her care prior to that daycare child being picked up by their parents.

- ☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

Michelle will provide written documentation of these policies.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Michelle needs to show documentation of current physical for Jacob, Scott and proof of immune status for Polio, MMR and dTap for Jacob, Scott and proof of current dTap for herself. New provider health physical form was given to the provider.

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

Michelle needs to provide documentation of approval letter for Scott to be an assistant with her childcare home from the Central Registration Unit. This worker provided Michelle with change application form in order to get this accomplished.

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

Michelle needs to provide documentation of approval letter for Scott to be an assistant with her childcare home from the Central Registration Unit. This worker provided Michelle with change application form in order to get this accomplished.

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

Michelle needs to provide documentation of current physical and proof of immunization status for dTap, Polio and MMR for Scott.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

Michelle needs to provide documentation of current course completion for Scott.

☐ 110.5(3) Activity Program.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

Michelle needs to provide documentation of Certificate of Compliance for 3 cribs. This worker supplied contact information for the Scott County Health Department to locate this item.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Need update for G.H., M.H., K.K., N.K., E.P., C.R., R.W., C.W., E.D., L.H., L.G., A.G.

- ☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Need update for G.H., M.H., K.K., N.K., E.P., C.R., R.W., C.W., E.D., L.H., L.G., A.G.

- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Need update for G.H., M.H., K.K., N.K., E.P., C.R., R.W., C.W., E.D., L.H., L.G., A.G.

- ☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Need school aged health status for E.D.

- ☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Need updated physical for K.K., L.G.

- ☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Need updated school-aged health status for E.P., C.R., L.H., A.G.

- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Need update for G.H., M.H., N.K., E.P., C.R., R.W., C.W., E.D., L.H., Need for A.V., K.K., L.G., A.G.

- ☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Need updated record for L.G. Need date on form for K.K.

- ☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Need for L.H.

- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Need for G.H., A.V., K.K., N.K., E.P., C.W., E.D., L.H., L.G., A.G. Need update for M.H., C.R., R.W.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 8/11/14.**

- ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **8/11/14**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).